



**Personnel
LEAVE PROGRAM**

This instruction provides additional group guidance and clarification to its subordinate units on accomplishing leave requests and what constitutes leave versus local area.

1.1 Leave Requests. All leave requests will be approved/disapproved by the immediate supervisor in a timely manner (3 duty days). Fair treatment will be exercised when considering leave requests. Ordinary leave requests can be issued leave authorization numbers 14 days prior to actual leave start date. Terminal leave requests must be approved by unit commanders and assigned authorization numbers by the servicing finance office.

1.2 Leave Area. Leave does not have to be requested on weekends/days-off if the member remains within six driving hours of the duty location (local area) and supplies a phone number and address where he/she can be reached. This is consistent with the need to recall people in a timely manner for response to potential mobility requirements. Leave begins and ends in the local area. Leave may not be combined with normal non-duty days outside the local area.

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